

## EXHIBIT 1-B

### SAMPLE MANAGEMENT PLAN FORMAT

#### FOR A PUBLIC FACILITIES PROJECT ADMINISTERED BY LOCAL GOVERNMENT STAFF

##### 1. Administrative Structure

The City of \_\_\_\_\_ is an incorporated city with a Mayor-Council form of government. The following persons will have lead responsibility for administering the City's FY\_\_\_\_\_ Community Development Block Grant (CDBG) public facilities project.

Mayor \_\_\_\_\_, as the City's chief elected official will have responsibility for all official contacts with the Montana Department of Commerce (MDOC). The Mayor and City Council will have ultimate authority and responsibility for the management of project activities and expenditure of CDBG funds. The approval of all contracts and drawdown requests will be the responsibility of the City Council. (Telephone \_\_\_\_\_)

\_\_\_\_\_, Clerk-Treasurer, as the City's chief financial officer, will be responsible for management of, and record keeping for, the CDBG funds and other funds involved in the financing of the water project. [...One-fourth...] of this position's time will be devoted to CDBG administration during the term of the project. (Telephone \_\_\_\_\_)

\_\_\_\_\_, Director of the City-County Planning Board, will be designated as Project Manager and will be responsible for overall project management and assuring compliance with applicable federal and state requirements for the CDBG project. The Project Manager will serve as the City's liaison with MDOC for the project and will serve as the designated Environmental Certifying Officer and Labor Standards Officer. One-third of this position's time will be devoted to CDBG administration during the term of the project. (Telephone \_\_\_\_\_)

\_\_\_\_\_, City Attorney, as the City's legal counsel, will review and advise the Mayor and Council regarding any proposed contractual agreements associated with the CDBG project and provide any other legal guidance as requested. (Telephone \_\_\_\_\_)

\_\_\_\_\_, Project Engineer [or Architect], will be responsible for construction-related activities including preparation of preliminary and final engineering [or architectural] design plans and specifications, as well as construction inspection. Contractor compliance, scheduling, and payment requests will also be subject to the Project Engineer's [or Architect's] review and approval. (Telephone\_\_\_\_\_)

The Mayor, Clerk-Treasurer, and Planning Director will attend the MDOC CDBG Grant Administration Workshop (as required of all CDBG grant recipients).

##### 2. Project Management

A. The Project Manager will be responsible for:

1. Preparing the Environmental Review Record (ERR) to assure full compliance with the National and Montana Environmental Policy Acts, completion of the statutory checklist, and any other applicable environmental requirements as outlined in Chapter 2 of the CDBG Manual. The Project Manager will also be responsible for preparing any legal notices required to be published for the ERR process and conducting any required public hearings or informational meetings.
2. Preparing a request for release of funds to MDOC (upon completion of the Environmental Review).
3. Developing a contract with MDOC and assisting the City with all requirements related to effective project start-up and implementation.
4. Establishing and maintaining complete and accurate project files and preparing all MDOC documentation and reports incidental to administration of the grant.
5. Assisting the City with selection of the Project Engineer [or Architect], in conformance with CDBG procurement requirements, including the preparation of requests for qualifications/proposals (in accord with CDBG Manual Chapter 3 and the CDBG contract) for publication or other distribution to assure free and open competition.
6. Reviewing all proposed project expenditures or requests for payment to ensure their propriety and proper allocation of expenditures to the CDBG budget.
7. In cooperation with the Clerk-Treasurer, processing payment requests and preparing drawdown requests to MDOC, including the Request for Payment and Status of Funds Report, the Project Progress Report and all other required documentation to substantiate payment requests.
8. Monitoring the contractor selection process, including the bid advertising, tabulation and award process for conformance to CDBG requirements. The manager will review the construction contract provisions for CDBG compliance and will request MDOC clearance (debarment check) of the lowest (and second) lowest bidders before a contract (to be reviews and approved by CDBG) is awarded.
9. Attending the pre-construction conference and monthly (weekly) construction progress meetings.
10. Monitoring all contractors' compliance with applicable requirements.
11. Serving as the City's designated labor standards officer and assuring compliance with all applicable federal and state labor standards requirements. Responsibilities will include the weekly review of weekly payroll reports to assure compliance with federal Davis-Bacon prevailing wage requirements; periodic visits to the construction site to assure that

required equal opportunity, labor standards, and Davis-Bacon wage determinations have been posted; and conducting regular on-site interviews with a representative sample of construction personnel (working for the prime contractor and subcontractors) to assure federal Davis-Bacon labor standards compliance.

12. Assuring compliance with applicable acquisition, civil rights, Section 504/ADA evaluation and labor standards requirements, including the preparation of an equal employment opportunity plan, an ADA compliance plan and a fair housing ordinance, which will be adopted by the City.
13. Supervising the delivery of CDBG financial assistance to low and moderate income households (for water service hookup and meter installation ...).
14. Preparing all required performance reports and project closeout documents for submittal to MDOC
15. Assist the City with the selection of an independent auditor.
16. Attending City Council meetings to provide project status reports and representing the CDBG project at any other public meetings, as deemed necessary by the Mayor.

B. The Project Engineer [or Architect] will be responsible for:

1. Design and construction engineering.
2. Acquisition of all land and easements
3. Preparation of the construction bid package for review (and approval) by CDBG for conformance with applicable CDBG requirements (as outlined in Chapter 9 of the CDBG Manual); supervision of the bid advertising, tabulation, and award process, including the preparation of the advertisements for bid solicitation, conducting the bid opening, securing a state and federal debarment check of tentatively-selected contractor(s) and issuance of the notice to proceed.
4. Conducting the pre-construction conference, with the assistance of the project manager.
5. Supervision of construction work and preparation of inspection reports.
6. Reviewing and approving all contractor requests for payment and submitting the approved requests to the City.

### 3. **Financial Management**

A. The Clerk-Treasurer's responsibilities will be as follows:

1. Establishing the CDBG bank account and transferring CDBG funds from that account to the town's treasury for disbursements, based on claims and supporting documents approved by the project manager, project engineer [or architect], and contractor. Note: Since the City uses an interest bearing account for its general disbursements, a separate non-interest bearing account will be used for CDBG funds as required by federal CDBG regulations (as outlined in Chapter 4 of the CDBG Manual). Balances in that account will not exceed \$5,000 for a period of three days.
  2. Entering all project transactions into the City's existing accounting system (BARS), and prepare checks/warrants for approved expenditures.
  3. With the assistance of the Project Manager, preparing the Request for Payment and Status of Funds Reports to be submitted to MDOC. All drawdown requests will be signed by two of the three following persons: Mayor, Clerk-Treasurer, and Council President. No expenditures will be made without the approval of the Council at a regular meeting.
  4. With the assistance of the Project Manager, preparing the final financial reports for project closeout.
- B. The Project Manager and Clerk-Treasurer will review all proposed expenditures of CDBG funds and will prepare drawdown requests, which will be signed by the officials cited above. All disbursements will be handled in accordance with the City's established claim review procedures. Before submitting the claim to the Clerk-Treasurer, the Project Manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the City's CDBG project and consistent with the project budget. The Council will review all claims before approving them.
- C. Financial record keeping will be done in conformance with the recommendations of MDOC's Community Development Division as described in Chapter 4 of the CDBG Administration Manual. The original financial documents (claims with all supporting material attached) will be retained in the City's offices.
- D. Hourly timesheets will be maintained by the Project Manager and the Clerk-Treasurer to document all time worked on the CDBG project.
- A project implementation schedule, which outlines the basic steps and timetable involved in the management of the project, is attached.
- E. Weekly timesheets will be maintained by the Project Manager and the Clerk-Treasurer to document all time worked on the CDBG project.
- F. The City's housing and neighborhood revitalization project will generate some program income from loan repayments and the sale of the sites of unsafe, abandoned property acquired and demolished through the CDBG project. Any program income received from these sources will be deposited in the City's

established community development fund. Any program income received prior to project closeout will be used to assist additional households with housing rehabilitation needs. The use of program income received after project closeout will be determined at the discretion of the City Council.

A sample Project Implementation Schedule (also see Attachment A of the CDBG contract), which outlines the basic steps and timetable involved in the management of the project, can be found below.

## **SAMPLE PROJECT IMPLEMENTATION SCHEDULE**

(Also see Attachment A of the CDBG contract)

### **KEY TO ABBREVIATIONS:**

ERR	-	Environmental Review Record
MDOC	-	Montana Department of Commerce
RROF	-	Request for Release of Funds
DEQ	-	Montana Department of Environmental Quality

### **A. START-UP**

1.	Attend MDOC Workshop	City Council	May	2008
2.	Update Management Plan, Budget, & Schedule for the CDBG contract	Council & Project Mg.	March	2008
3.	Establish Public Facilities Project Files	Project Manager	May	2008
4.	Award Engineering Contract	City Council	March	2008
5.	Determine Audit Requirements	Project Manager	May	2008
6.	Schedule Local Govt Audit(s)	Council & Project Mg.	June	2008
7.	Authorize Final Design	City Council	March	2008
8.	Complete ERR/Submit to CDBG	Project Manager	May	2008
9.	Secure MDOC Approval of RROF	Project Manager	June	2008
10.	Complete Final Design	Project Engineer	April	2008

### **B. IMPLEMENTATION**

1.	Submit First Drawdown Request	Clerk-Treasurer	June	2008
2.	Present Final Design for Review	Project Engineer	April	2008
3.	Complete Final Plans	Project Engineer	April	2008
4.	Submit Plans to DEQ and CDBG	Project Engineer	May	2008
5.	Secure Wage Rate Determination	Project Engineer	June	2008
6.	Prepare Construction Bid Documents and Secure CDBG Approval	Project Engineer	June	2008

7.	Advertise For Bids	City Council	June	2008
8.	Bid Opening	Project Engineer	July	2008
9.	Clearance of Low Bidders	Project Engineer	July	2008
10.	Bid Award	City Council	July	2008

## **C. CONSTRUCTION**

1.	Pre-construction Conference	Project Engineer	August	2008
2.	Submit Compliance Documents	Project Engineer	August	2008
3.	Start Construction	Project Engineer	Sept	2008
4.	Weekly Labor Standards Monitoring	Project Manager	Sep-Dec	2008
5.	CDBG on-site monitoring/review (see Chapter 12, Exhibit 12-A)	CDBG Liaison	October	2008
6.	Submit Drawdowns (with Progress Reports) & Qtrly Progress Reports	Project Manager Clerk-Treasurer	Ongoing As Needed	
7.	Final Inspection	Project Engineer	Dec	2008
8.	Final Payment to Contractor	City Council	Jan	2009
9.	In-service System Training	Project Engineer	Dec	2008
10.	Connect Households to System	Project Engineer	Nov	2008
11.	Final Payment to Engineer	City Council	Feb	2009

## **D. CLOSEOUT**

1.	Project Closeout Begins	Project Manager	Dec	2008
2.	Project Completion Report	Project Manager	Jan	2009
3.	Audits are conducted/reviewed	Project Manager & CDBG	Sept	2009